



PRISM

POST AWARD

User Workbook

TRADEMARKS

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Receiving

After an award has been made, goods will be received and must be recorded. Receiving/Inspection reports may only be created for Quantity line items, not Dollar line items. To begin the receiving report process, click **Receiving** on the *Welcome* page menu.

Selecting an Award

The *Award Finder* search page will open. The following search criteria and options are available. Enter as many as possible to limit the results and make selection easier.

Contract Number	Order Number	Vendor	Line Item Detail
90 PD-ES-001		Corp Software	Y
010111		ABC Office Supply	Y
12		Murphy Bros. Inc.	Y
40		Corp Software	Y
55-10-0000		ABC Office Supply	Y
900112		ABC Office Supply	Y
BPAC000012	BPAC-98-001	Jones Office Supply Co.	Y
BPAC000015	BPACALL000010	ABC Office Supply	Y
BPAC000005	BPACALL000004	Office Depot	Y
C-01607		Corp Software	Y

- ?? **Sort by** You can select from Contract Number, Order Number, or Vendor on the drop-down list.
- ?? **Max Results** This is an option as to how many results you want the system to find. The drop-down list offers 100, 200, 300, 400 and 500.
- ?? **Results per page** This is an option as to how many results should be displayed at one time. The drop-down list offers 5, 10, 15, 20.
- ?? **Contract Award #** You can enter the contract or award number here if you know it.

NOTES:

Award Finder

Sort by: Contract Number Max Results: 100 Results per page: 10

Contract/Reward #:

Ship To Code:

Vendor:

Due In Date From: To:

Order #:

Packing Slip:

Confirmation #:

Contract Number	Order Number	Vendor	Line Item Detail
<u>00.PDCS001</u>		Corp Software	Y
<u>010111</u>		ABC Office Supply	Y
<u>12</u>		Murphy Bros. Inc.	Y
<u>400</u>		Corp Software	Y
<u>56-IC-89000</u>		ABC Office Supply	Y
<u>990112</u>		ABC Office Supply	Y
<u>BPAC000013</u>	BPAC-SS-001	Jones Office Supply Co.	Y
<u>BPAC000018</u>	BPACALL0000010	ABC Office Supply	Y
<u>BPAC000006</u>	BPACALL0000004	Office Depot	Y
<u>001447</u>		Corp Software	Y

Page 1 of 7 (62 results found)

- ?? **Ship To Code** Enter the proper code or click the lookup button to select from available codes.
- ?? **Vendor** Enter the vendor code or click the lookup button to make a selection.
- ?? **Due Date From/To** Enter the dates or use the calendar icon.
- ?? **Order #** Enter the order number if you know it.
- ?? **Packing Slip** Enter the number of the packing slip received in the order.
- ?? **Confirmation #** Enter the confirmation number.

NOTES:

Contract Number	Order Number	Vendor	Line Item Detail
00-PQ-08-001		Corp Software	Y
010111		ABC Office Supply	Y
12		Murphy Bros. Inc.	Y
400		Corp Software	Y
55-IC-08000		ABC Office Supply	Y
000112		ABC Office Supply	Y
BPAC0000019	BPAC-SS-001	Jones Office Supply Co.	Y
BPAC0000016	BPACALL0000010	ABC Office Supply	Y
BPAS0000006	BPACALL0000004	Office Depot	Y
C-01447		Corp Software	Y

When you have entered all the information available to you and selected the options you want to use, click **Display**. Only open, released awards, which fit your criteria, will display. The following columns display:

- ?? **Contract Number** The contract number is a hyperlink that you must click to make your selection. All other columns are informational to help you make your selection.
- ?? **Order Number** The order number is automatically generated from the original document if applicable. The order number will only display for Delivery Orders, BPA Calls and Catalog Orders.
- ?? **Vendor** The vendor is automatically generated from the original document.
- ?? **Line Item Detail** Click **Y** to open a page listing the items included in this award. If there are several similar awards, you can review the items included on each one to make your selection easier. When you have finished reviewing the items, click **Return** on the menu to return to the *Award Selection* page.

NOTES:



Select	Received Date	Received By	Shipped Via	Packing Slip #	Packing Slip Date
	05/09/2001	BETTY	UPS	99999	05/04/2001

After making your award selection, the *Receiving* main page will display.

The *Receiving* main page contains four sections, a Menu, a blue toolbar, the *General Information* section, and the *Receiving* section.

The *General Information* section is automatically generated from the selected award. It includes Award Number, Buyer, Vendor Name and Contracting Officer. This section remains the same as you move through the menu.

NOTES:

VFO

Receiving

- Receiving
- History
- Summary
- Return to Home

General Information

Award Number: CAT-001/DO9900015 Buyer: Jim Teuscher
 Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Receiving

Select	Received Date	Received By	Shipped Via	Packing Slip #	Packing Slip Date
	05/09/2001	BETTY	UPS	99999	05/04/2001

The *Receiving* section displays all the receiving reports for this award. The columns include:

- ?? *Select* Click to select a Receiving Report for further action by using a button on the blue toolbar.
- ?? *Received Date* The date the items were received. This item is also a hyperlink that can be used to select the item for editing.
- ?? *Received By* The individual who received the items.
- ?? *Shipped Via* The company used to ship the items.
- ?? *Packing Slip #* The number of the packing slip received from the vendor.
- ?? *Packing Slip Date* The date of the packing slip.

NOTES:

Adding Receiving Report

General Information

Award Number: CAT-001/PD6800015 Buyer: Jim Teuscher
 Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Receiving Detail

Date Received: 05/09/2001 Received By: BETTY
 Shipped Via: FedEx Bill of Lading #: 88888
 Packing Slip #: 22222 Packing Slip Date: 05/09/2001

Line Item Information

Item #	Description	U1	Qty Recd	Qty Pulled For Inspection	Inspected	Special Handling Req	Insp. Recd	Awarded	Received	Detail
1	PER BALL POINT FINE STICK BLUE FINE POINT	EA	12	1			N	66	12	

Submit Cancel

Click **Add** on the toolbar to add Receiving information. The *Receiving Detail* page will open and display the following fields. Some information may be automatically generated. Other information will need to be added.

- ?? **Date Received** The date the items were delivered to the ship to location. Defaults to the current date but may be edited. Enter or use the calendar icon.
- ?? **Received By** Name of the person who received the items. Defaults to the current user but may be edited.
- ?? **Shipped Via** Enter the name of the company used to ship the items (UPS, FedEx etc.)
- ?? **Bill of Lading #** Enter the number of the Bill of Lading slip. This document # ensures the agency received the shipment.
- ?? **Packing Slip #** Enter the number of the Packing Slip. The Packing Slip displays information such as number of items in the shipment and quantity.
- ?? **Packing Slip Date** Enter the date of the packing slip. You can use the calendar icon.

NOTES:

VFO

Click Submit to save your data.

General Information

Award Number: CAT-00-UD-0000015 Buyer: Jim Teascher
 Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Receiving Detail

Date Received: 05/08/2001 Received By: BETTY
 Shipped Via: FedEx Bill of Lading #: 88888
 Packing Slip #: 22222 Packing Slip Date: 05/07/2001

Line Item Information

Item #	Description	UI	Qty Recd	Qty Pulled for Inspection	Inspected	Special Handling Regd	Inv'd	Awarded	Received	Detail
4	PEN,BALL,POINT,FINE,STICK,BLUE,Fin	EA	12	1				55	12	

Submit Cancel

The *Line Item Information* section includes automatically generated information for all line item on this award. This is where receiving and inspection information may be added. The columns include:

- ?? **Item #** The number of the line item. This column is automatically generated from the award. This information cannot be edited here.
- ?? **Description** The description text of the line item that was entered on the award. This column is automatically generated and cannot be edited here.
- ?? **UI** Displays the unit of issue, automatically generated from the award. This information cannot be edited here.
- ?? **Qty Recd** You can enter the quantity just received in this column or click **Detail** to go to another *Receiving Detail* page.
- ?? **Qty Pulled for Inspection** You can enter the quantity pulled for inspection in this column or click **Detail** to go to another *Receiving Detail* page.
- ?? **Inspected** Displays the number of units inspected to date.

NOTES:

General Information

Award Number: CAT-001/00000010 Buyer: Jim Tauscher
 Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Receiving Detail

Date Received: 05/09/2001 Received By: BETTY
 Shipped Via: FedEx Bill of Lading #: 000000
 Packing Slip #: 22222 Packing Slip Date: 05/07/2001

Line Item Information

Item #	Description	U	Qty	Recd	Qty Pulled for Inspection	Inspected	Special Handling	Insp. Reqd.	Awarded	Received	Detail
1	PEN,BALL, POINT,FINE,STICK,BLUE, Fine Point	EA	12		1			N	00	12	...

Submit Cancel

- ?? **Special Handling** Displays any special handling instructions entered on the award.
- ?? **Insp. Reqd.** Indicates if inspection was required. This information is automatically generated from the award and cannot be edited here.
- ?? **Awarded** Displays the quantity of this item included in the award. This information is automatically generated from the award and cannot be edited here.
- ?? **Received** Displays the quantity of this item recorded as received to date. This information is automatically generated and cannot be edited here.
- ?? **Detail** Click **Detail** to open a *Receiving Detail* page where additional information can be entered. If the award is to be shipped to several locations, or if notes need to be added to the report, the **Detail** selection must be made.

NOTES:

General Information

Award Number: CAT-00-VP0600015 Buyer: Jim Teuskel
 Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Receiving Detail

Item #: 1

Description:
 PEN,BALL POINT,FINE,STICK,BLUE, Fine Point, Blue Ink

Unit of Issue: EA: Each

Receiving Unit of Issue: EA

Location: Depot

Notes (up to 32,000 characters)

Ship To Information

Ship To City	Rec'd	Qty. Pulled for Inspection	Awarded	Received	Expected
OSP	12	1	EA	12	

Submit Cancel

Click **Detail** to open the *Receiving Detail* page for the selected item. The following fields will display:

- ?? **Item #** The number of the line item selected.
- ?? **Description** The description of the item as entered on the award. This item cannot be edited here.
- ?? **Unit of Issue** Automatically generated and cannot be edited.
- ?? **Receiving Unit of Issue** Enter the unit of issued received if different from the award. The lookup button can be used.
- ?? **Location** Enter the location where the items were received or use the lookup button.
- ?? **Notes** A general text box for notes about the receiving report. These notes will display on the *History* page.

NOTES:

General Information

Award Number: CAT-001/D0000015 Buyer: Jim Teuscher
 Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Receiving Detail

Item #: 1

Description:
 PENSALL POINT FINE STICK BLUE Fine Point Blue Ink

Unit of Issue: EA Each
 Receiving Unit of Issue: EA
 Location: Depot

Notes (up to 22,000 characters)

Ship To Information

Ship To	Qty Recd	Qty Pulled for Inspection	Awarded	Recd	Inspected
QSP	12	1	00	12	

Submit Cancel

In the *Ship To Information* section, each Ship To location is listed and contains the following fields:

- ?? **Ship To** The location code for this part of the shipment.
- ?? **Qty Recd** Enter the quantity in this shipment received at each location.
- ?? **Qty Pulled for Inspection** Enter the quantity of this shipment pulled for inspection at this location.
- ?? **Awarded** The total quantity awarded to be shipped to this location.
- ?? **Received** The total quantity received to date at this location.
- ?? **Inspected** The total quantity inspected to date at this location.

When all information has been added, click **Submit** to return to the *Receiving Detail* main page. When the Detail section is used, the quantities received and inspected will be brought forward to the *Receiving Detail* main page.

When all items have been entered for this receiving report, click **Submit** to record your data.

NOTES:

Adding Inspection Information

The screenshot shows the VFO Receiving system interface. On the left is a sidebar with the VFO logo and buttons for 'Receiving' and 'Return'. The main area has a top bar with 'Edit' and a help icon. Below this is a 'General Information' section with fields for Award Number (CAT-001/DO9900015), Buyer (Jim Teuscher), Vendor Name (Murphy Supply Inc.), and Contracting Officer (Bill Knight). The 'Inspection' section contains a table with columns: Select, Item Number, Description, Ship To, Received, Pulled, Inspected, and Passed. One item is listed with Item Number 1 and Description 'PEN,BALL POINT,FINE,STICK,BLUE,Fine Poin Q&P'.

Select	Item Number	Description	Ship To	Received	Pulled	Inspected	Passed
<input type="checkbox"/>	1	PEN,BALL POINT,FINE,STICK,BLUE,Fine Poin Q&P		12	1	1	1

To add or edit inspection information, on the *Receiving* main page select a receiving report and click **Inspection**. The *Inspection* page will open. Each item included in the receiving report will display. The columns are:

?? <i>Select</i>	Click to select an item number.
?? <i>Item Number</i>	The item number brought forward from the award.
?? <i>Description</i>	Description of the item from the award.
?? <i>Ship To</i>	Location where the goods were shipped.
?? <i>Received</i>	The total quantity received to date.
?? <i>Pulled</i>	The total quantity pulled for inspection to date.
?? <i>Inspected</i>	The total quantity inspected to date.
?? <i>Passed</i>	The total quantity of inspected items that passed.

To add inspection information, select a line item and click **Edit**. The *Inspection Detail* page will display.

NOTES:

General Information

Award # : CAT-001/D0900015 Vendor: Murphy Supply Inc.
 Buyer: Jim Tauscher Contracting Officer: Bill Knight

Ship To: GGP Quantity: 12 Pulled for Inspection: 1

Inspection Detail

Quantity Inspected:

Quantity Passed:

Inspector:

Inspection Date:

Location:

Reason Failed (up to 200 characters):

Notes (up to 32,000 characters):

Submit Cancel

The *General Information* section has now changed. In addition to the information previously displayed, the Ship To code, Quantity and Pulled for Inspection are included. These three items are automatically generated and cannot be edited here.

The following fields display:

- ?? **Quantity Inspected** Enter the quantity inspected for this report.
- ?? **Quantity Passed** Enter the quantity passed for this report.
- ?? **Inspector** Enter the name of the person conducting the inspection.

NOTES:

General Information

Award #: CAT-03100900015 Vendor: Murphy Supply Inc.
 Buyer: Jim Teuscher Contracting Officer: Bill Knight

Ship To: QGP Quantity: 12 Pulled for Inspection: 1

Inspection Detail

Quantity Inspected: 1
 Quantity Passed: 1
 Inspector: John
 Inspection Date: 05/02/2001
 Location: Depot

Reason Failed (up to 200 characters):

Notes (up to 52,000 characters):

Submit Cancel

- ?? **Inspection Date** This field defaults to today's date. If necessary, edit the information or use the calendar icon.
- ?? **Location** Enter the location where the inspection took place.
- ?? **Reason Failed** Enter the reason items failed. Click the lookup button to select from pre-established reasons.
- ?? **Notes** Enter any notes about this inspection or shipment. The notes entered here will display on the *History* page.

When all items have been entered click **Submit** to record your data and return to the *Inspection* main page. Select **Return** on the menu to return to the *Receiving* main page.

NOTES:

History

The screenshot shows a web application interface for VFO (Vendor Follow-up). On the left is a navigation menu with options: Receiving, History (selected), Summary, and Return to Home. The main content area is titled 'General Information' and displays award details. Below this is a 'History' table with columns for Recd. Date, Recd. By, Pkg. Slip #, Item #, Description, Received, Inspected, Passed, Ship To, Rec. Notes, and Insp. Notes. A single record is shown for 05/06/2001, received by BETTY, with a description of 'PEN,BALL POINT,FINE,STICK,BLUE, Fine Poin'. The bottom of the page has a 'Notes' section.

General Information										
Award Number: CAT-001606600015					Buyer: Jim Teschner					
Vendor Name: Murphy Supply Inc.					Contacting Officer: Bill Knight					
History										
Recd. Date	Recd. By	Pkg. Slip #	Item #	Description	Received	Inspected	Passed	Ship To	Rec. Notes	Insp. Notes
05/06/2001	BETTY	00000	1	PEN,BALL POINT,FINE,STICK,BLUE, Fine Poin	12	1	1	QSP	N	N

Notes

History displays the receiving history for this award. Each receiving report for this award is listed separately. Any notes entered can be displayed by clicking the Y under the Insp. Notes column.

NOTES:

Summary



Receiving

- Receiving
- History
- Summary**
- Return to Home

General Information

Award Number: CAT-001/D09900015 Buyer: Jim Teuscher
 Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Summary

Item #	Description	Awarded	Received	Inspected	Passed	Ship To
1	PEN,BALL POINT,FINE,STICK,BLUE,Fine Point; Blue Ink	55	12	1	1	QGP

Displays a summary of receiving information for this award. This page is limited to the total for each item shipped to one location, and lists the total quantity awarded, received, inspected, and passed.

Other Menu Options

?? **Return to Home** Click to return to the *Welcome* page.

NOTES:

Reference – Toolbars by Menu Options

Receiving

Receiving
History
Summary
Return to Home

General Information

Award Number: CAT-001/DQ9900015 Buyer: Jim Teuscher
Vendor Name: Murphy Supply Inc. Contracting Officer: Bill Knight

Receiving

Select	Received Date	Received By	Shipped Via	Packing Slip #	Packing Slip Date
	05/09/2001	BETTY	UPS	99999	05/04/2001

Receiving displays all receiving reports for this award. Depending on the document status and your access rights the blue toolbar may include:

- ?? **Add** Click to add a new receiving report.
- ?? **Edit** Select an existing receiving report and click to edit. The page that opens will be the same as when adding a new receiving report. Refer to Adding a New Receiving Report.
- ?? **Delete** Click to delete a selected receiving report. PRISM will prompt you for a confirmation before completing the action.
- ?? **View** Click to review a selected receiving report. A summary of information entered is displayed on the *Additional Information* page. It cannot be edited here. Click **Return** on the menu to return to the *Receiving* main page.
- ?? **Inspection** Click to add or edit inspection information for a selected receiving report.

NOTES:

Acceptance

Contract

- General
- Items
- Vendor
- Supporting Docs
- Form Info
- Currency
- Validations
- Route History
- Status History
- Notifications
- Ownership
- Acceptance**
- Navigation
- Contract Report
- Reconstruct
- Return to Home

Acceptance | **Accept All** | ?

Contract Information

Contract Number: 12	Status: Released	Number of Items: 1
Version: BASE	Stage: Released Award	Total Amount: \$5,000.00
Net Value: Off	Obligation: \$0.00	

Acceptance

Item Number	Description	Awarded	Accepted	Remaining
1	Line Item 1 subf	\$5,000.00		

After a contract has been released, line items will be received and accepted by the agency. Open the award and click **Acceptance** to display a list of all line items included in this contract. The following headings display:

?? <i>Item Number</i>	The assigned number of this line item.
?? <i>Description</i>	A brief description of this line item.
?? <i>Awarded</i>	The total quantity of this line item awarded on this contract.
?? <i>Accepted</i>	The total quantity of this line item that has been accepted.
?? <i>Remaining</i>	The remaining quantity of this line item that has not been accepted.

NOTES:

The screenshot shows the VFO interface. On the left is a sidebar with the VFO logo and a yellow sticky note that says "Click Submit to save your data." The main content area has a blue header with a question mark icon. Below the header, there are two sections: "Contract Information" and "Acceptance Information".

Contract Information:

Contract Number: 12	Status: Released	Number of Items: 1
Version: BASE	Stage: Released Award	Total Amount: \$5,000.00
	Net View: Off	Obligation: \$0.00

Acceptance Information:

Line Item Information

Item #	Description	Accepted	Received	Inspected	Passed	Detail
1	Line Item 1 stuff	0000				

At the bottom of the main content area are two buttons: "Submit" and "Cancel".

If only part of the listed line items are to be accepted, click **Accept** on the toolbar to open the *Acceptance Information* page. Each line item will again display, but with the following differences:

- ?? **Accepted** This field will now be available for edit. Enter the quantity of the line item to be accepted.
- ?? **Received** This field will display the quantity of the line item that has been received to date. This field cannot be edited here.
- ?? **Inspected** This field will display the quantity of the line item that has been inspected. This field cannot be edited here.
- ?? **Passed** This field will display the quantity of the line item that passed inspection. This field cannot be edited here

NOTES:

Contract Information

Contract Number: 12	Status: Released	Number of Items: 1
Version: BASE	Stage: Released Award	Total Amount: \$5,000.00
	Net View: Off	Obligation: \$0.00

Acceptance Detail

Item #: 1

Description:
Line Item 1 stuff

Notes (up to 32,000 characters)

Ship To/Accounting Information

Ship To	Awarded	Received	Inspected	Passed
05				
Accounting Code	Awarded	Accepted		
5550097	5000	0		

Click Submit to save your data.

- ?? **Detail** Select to assign the accepted line item to specific Accounting Codes. The *Acceptance Detail* page will open. The following fields will display:
- ?? **Item #** This corresponds to the selected item number. It cannot be edited here.
- ?? **Description** A brief description of the item. It cannot be edited here.
- ?? **Notes** Notes may be added or edited in this field.

NOTES:

The screenshot shows a web-based interface for the VFO system. On the left, there is a yellow sticky note that says "Click Submit to save your data." The main content area is divided into several sections:

- Contract Information:** A table with three columns: Contract Number, Status, and Number of Items. The values are: Contract Number: 12, Status: Released, Number of Items: 1. Below this, there are two more rows: Vendor: BAGE, Stage: Released Award, Total Amount: \$5,000.00; and Net Value: DM, Obligation: \$0.00.
- Acceptance Detail:** A section with a blue header. It contains a text box for "Description:" with the value "Live Hen 1 stuff". Below this is a larger text box for "Notes (up to 32,000 characters)".
- Ship To/Accounting Information:** A section with a blue header. It contains a table with four columns: Ship To, Awarded/Received, Inspected/Passed, and Accounting Code. The values are: Ship To: 00, Awarded/Received: 00, Inspected/Passed: 00, Accounting Code: 9999999. Below this is a table with four columns: Awarded, Received, Accepted, and Obligation. The values are: Awarded: 0000, Received: 0000, Accepted: 0000, Obligation: 0000.

The *Ship To/Accounting Information* section displays the following fields:

- ?? **Ship To** The Ship To code previously assigned to the line item.
- ?? **Awarded/ Received/ Inspected/ Passed** See the definitions above for these fields. They may not be edited here.
- ?? **Accounting Code** The Accounting Codes assigned to this line item.
- ?? **Awarded** The quantity awarded under this Accounting Code.
- ?? **Accepted** Enter the quantity to be accepted under this Accounting Code.

When all information has been completed, click **Submit** to return to the *Acceptance Information* page. When this page is complete, click **Submit** to record your data.

NOTES:

Closing Out a Contract

The screenshot shows the VFO Closeout interface. On the left is a sidebar with a 'Closeout' menu containing options: General (selected), Checklist, Financial, NARS, Text, Performance, and Return. The main content area has a toolbar with 'Closeout', 'Delete', 'Print', and a help icon. Below this is the 'Contract Information' section with fields for Contract Number (GTR8800007), Status (Released), Number of Items (2), Vendor (BASS), Stage (Released Award), Total Amount (\$2,000.00), Net Value (DH), and Obligation (\$2,000.00). The 'General Summary' section has a 'General' sub-section with an 'Edit' button. It shows 'Closeout Status: In Progress' and 'All Mods and DQ/TO's are released.' Below this is a table with columns 'System' and 'User' containing data for Receipt Status, Acceptance Status, Total Amt Received, Total Amt Accepted, Expiration/Scheduled Date Met?, Warranty Expired?, and Warranty Last Date. At the bottom, it shows 'Final Audit Date: None', 'Final Audit Status: None', 'Procuring Contracting Officer: Bill Knight', and 'Administrative Contracting Officer: None'.

After all items in an award have been delivered, and all parts of the Contract have been completed, the contract may be closed out. After closeout the award may not be edited or modified. The award will remain in the database until archived and may be reopened at any time.

Open a released document and click **Closeout**. The *Closeout* page will display. This page is divided into four sections, the *Contract Information* section discussed earlier, a Menu, a new toolbar, and a *General Summary* section. The Menu includes the following:

- ?? **General** This is the default option when opening **Closeout**. The *General Summary* page displays. The four options listed under **General** are the sections included in the *General Summary* page. Clicking one of these options takes you directly to that section. The sections may be edited by clicking **Edit** to the right of the section title.
- ?? **Performance** Click to add vendor performance information. Refer to Vendor Performance.
- ?? **Return** Click to leave **Closeout** without completing the Closeout.

NOTES:

General

The screenshot shows a web application interface for VFO (Vendor Financial Overview). On the left, there is a sidebar with a VFO logo and a yellow sticky note that says "Click Submit to save your data." The main content area is divided into two sections: "Contract Information" and "General Information".

Contract Information:

Contract Number: CTR0000007	Status: Released	Number of Items: 2
Version: BASE	Stage: Released Award	Total Amount: \$2,200.00
	Net View: ON	Obligation: \$2,000.00

General Information:

All Mods and DDYFO's are released.

Period of Performance has passed. Date: 10/21/2000

Closeout Status: In Progress

Closeout Date: 05/04/2000 08:05 AM

Total Amount Ordered: 2000.00

	System	User
Receipt Status of Line Items:	None	
Acceptance Status of Line Items:	Full	
Total Amount Received:		
Total Amount Accepted:		
Expiration/Schedule Date Met?	<input checked="" type="checkbox"/> Date:	
Warranty Expired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Warranty Last Date:		

The *General Summary* section of the *Closeout* page includes four sections, *Checklist*, *Financial*, *NARRC* and *Text*. Each may be edited by clicking **Edit** beside the section title. The fields included are:

The information included in the first five lines is system-generated and cannot be edited. The following fields are system generated, but may be edited:

- | | |
|---|--|
| ?? Receipt/Acceptance Status of Line Items | If this information is incorrect, use the drop-down list to select Full , Partial , or Canceled . |
| ?? Total Amount Received/Accepted | If this information is incorrect, fill in the proper amounts in the respective fields. |
| ?? Expiration/Schedule Date Met?/Date | If the date was met, select this checkbox. Enter the date if necessary. |
| ?? Warranty Expired/Warranty Last Date | The Warranty Expired? checkbox must be selected to enter a Warranty Last Date . |

NOTES:

Contract Information

Contract Number: CTR0000097	Status: Released	Number of Items: 2
Version: BASE	Stage: Released Award	Total Amount: \$2,000.00
	Net View: Off	Obligation: \$2,000.00

General Information

All Made and DDYTO's are released.

Period of Performance has passed. Date: 10/21/2000

Closeout Status: In Progress

Closeout Date: 05/04/2000 05:55 AM

Total Amount Ordered: 2000.00

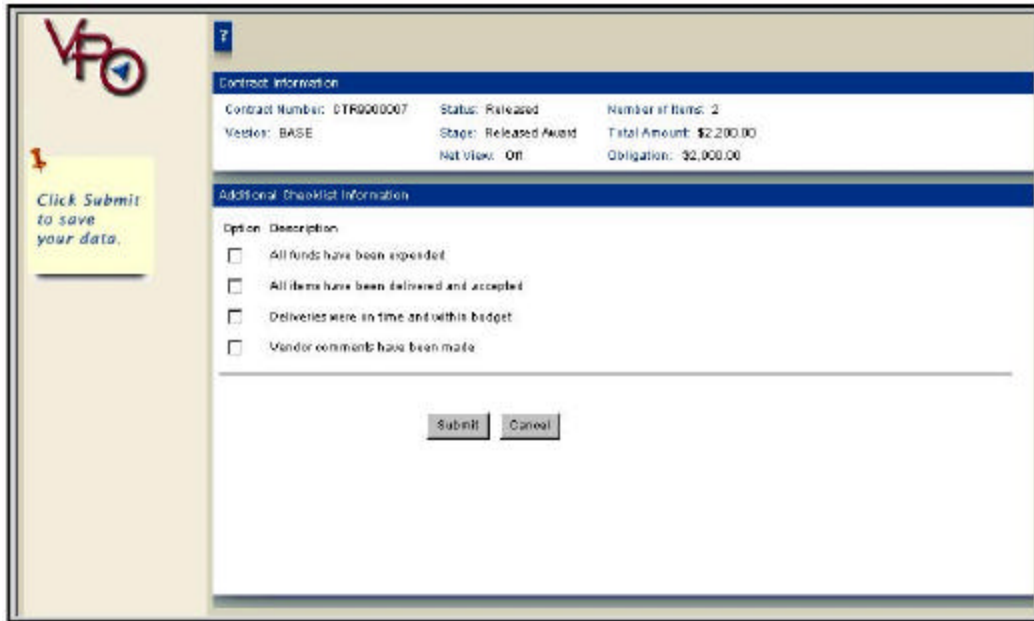
	System	User
Receipt Status of Line Items	None	
Acceptance Status of Line Items	Full	
Total Amount Received:		
Total Amount Accepted:		
Expiration/Scheduled Date Met?	<input checked="" type="checkbox"/> Date:	
Warranty Expired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Warranty Last Date:		

Click Submit to save your data.

- ?? **Final Audit Date/Status** Enter the final audit date and status.
- ?? **Procuring Contract Officer** System-generated and cannot be edited.
- ?? **Administrative Contracting Officer** This field may be edited.

When all information has been completed, click **Submit** to return to the *Closeout* main page.

NOTES:



The screenshot shows a web application interface for VFO (Vendor Follow-up). On the left, there is a sidebar with the VFO logo and a yellow sticky note that says "Click Submit to save your data." The main content area is divided into two sections: "Contract Information" and "Additional Checklist Information".

Contract Information:

Contract Number: 0TR000007	Status: Released	Number of Items: 2
Vendor: BASE	Stage: Released Award	Total Amount: \$2,200.00
	Net View: On	Obligation: \$2,000.00

Additional Checklist Information:

Option	Description
<input type="checkbox"/>	All funds have been expended
<input type="checkbox"/>	All items have been delivered and accepted
<input type="checkbox"/>	Deliveries were in time and within budget
<input type="checkbox"/>	Vendor comments have been made

At the bottom of the form, there are two buttons: "Submit" and "Cancel".

Checklist

Checklist displays a list of agency specific items created by the System Administrator under System Setup. The intent is for the agency to identify everything that needs to be accomplished to close out the contract. Ideally all items would be checked off before the closeout procedure is completed. Check the Option box as each item is completed.

When all options have been checked, click **Submit** to return to the *Closeout* main page.

NOTES:

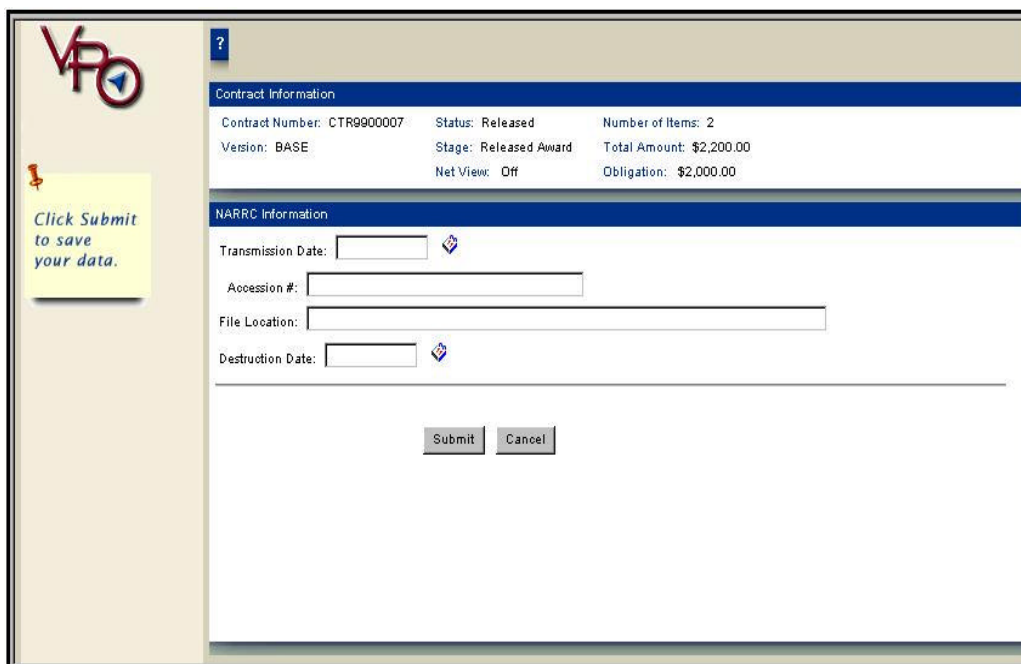
Financial

Financial displays system-generated financial information. The first item, *Total Obligated Amt* cannot be edited.

- ?? **Reconciled with Accounting System/Obligated Funds Expended** Select the correct checkbox. More than one checkbox may be checked.
- ?? **Excess Funds/Excess Funds Amt** If this checkbox is selected, the Amount field will activate and must be completed.
- ?? **Final Payment Made/Voucher #/Date** If this checkbox is selected, the Voucher # and Date fields will activate and must be completed.
- ?? **Total Invoiced Amt** If the system-generated information is incorrect, enter the correct information in this field.
- ?? **Final Invoice** Select this checkbox if a Final Invoice has been sent.
- ?? **Invoice #/ Invoice Date** If the Final Invoice checkbox is selected these fields will activate.

When all information has been completed, click **Submit** to return to the *Closeout* main page.

NOTES:




The screenshot shows a web application interface for VFO (Vendor File Overview). On the left, there is a sidebar with the VFO logo and a yellow sticky note that says "Click Submit to save your data." The main content area is divided into two sections: "Contract Information" and "NARRC Information".

Contract Information:


Contract Number: CTR9900007	Status: Released	Number of Items: 2
Version: BASE	Stage: Released Award	Total Amount: \$2,200.00
	Net View: Off	Obligation: \$2,000.00

NARRC Information:

Transmission Date: 

Accession #:

File Location:

Destruction Date: 

At the bottom of the NARRC Information section, there are two buttons: "Submit" and "Cancel".

NARRC

This section is used if the document is being sent to the National Archives.

- ?? **Transmission Date** Enter or use the calendar button to enter the date the document was sent to the National Archives.
- ?? **Accession #** Enter the number assigned to the award by the National Archives.
- ?? **File Location** Enter the location where the archived award is located in the National Archives.
- ?? **Destruction Date** Enter the date when the file can be destroyed (typically, this date is several years from the current date).

Click **Submit** to record this data and return to the *Closeout* page.

NOTES:

Contract Information		
Contract Number: 0TR000007	Status: Released	Number of Items: 2
Version: BASE	Stage: Released Award	Total Amount: \$2,000.00
	Net View: Off	Obligation: \$2,000.00

Text

Statements...

Issuing Office

Submit Cancel

Text

Select the **Edit** button of the information to be edited. The *Text* page will open containing a **Statements...** button.

?? **Issuing Office** Enter the text manually or select from the **Statements** picklist.

?? **Admin Office** Enter the text manually or select from the **Statements** picklist.

When each section is completed, click **Submit** to save your data and return to the *General Summary* page.

NOTE: Depending upon your agency's setup, additional fields may be displayed. Contact your System Administrator for information concerning these fields.

NOTES:

VFO

Closeout

General

Contract Information

Contract Number: BH880104 Status: Closed Number of Items: 3
 Version: BASE Stage: Released Award Total Amount: \$22.00
 Net Value: Off Obligation: \$2,222.00

General Summary

General

Closeout Status: Released All Mods and DO/TOs are released.
 Closeout Date: 01/07/1999 02:23 PM Total Amount Ordered: \$2,200.00

	System	User
Receipt Status of Line Items	None	None
Acceptance Status of Line Items	None	None
Total Amt Received		\$0.00
Total Amt Accepted		\$0.00
Expiration/Scheduled Date Met? No Date	None	None
Warranty Expired?	No	No
Warranty Last Date	None	None
Final Audit Date: None	Final Audit Status: None	
Procuring Contracting Officer: Bill Knight		
Administrative Contracting Officer: None		

When all information has been corrected, click **Closeout** on the blue toolbar to continue the closeout procedure, or **Delete** to delete the information from the present closeout. Either option will be confirmed.

After Closeout, the award may be reopened by clicking **Closeout** on the *General Summary* page, then **Reopen**, which will now display on the *Closeout General Summary* page.

NOTE: All associated closed requisitions are not automatically reopened.

NOTES:

Performance

The screenshot shows a web application interface for 'VFO Closeout'. On the left is a navigation menu with 'General', 'Performance' (highlighted with a red box), and 'Return'. The main content area has a top section for 'Contract Information' with fields for Contract Number (CTR0000010), Status (Released), Number of Items (2), Version (BASE), Stage (Released Award), Total Amount (\$7,550.00), Net Value (Nil), and Obligation (\$7,550.00). Below this is a 'Vendor Performance' section with a table header: 'Select: Version Quality Timeliness Notes Evaluator Date Modified'. The table body is empty. At the bottom is a 'Notes' field with a text area and a scroll bar.

Click **Performance** to add vendor performance information.

The *Vendor Performance* page will display any existing entries. You can **Add** a new entry, **Edit** an existing entry, or **Delete** an existing entry by selecting the entry and clicking the desired toolbar option.

Select the **Version**, **Quality** and **Timeliness** from the drop-down lists. Enter any descriptive notes in the **Notes** field. When complete, click **Submit**.

NOTES:
